



***State of Washington  
Department of Transportation  
Notice to Consultants  
On-Call Engineering Specialty Services for Urban Corridors  
Organization***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and included on a list to be considered for On-Call Engineering Specialty Services (ESS) for Urban Corridors Projects. The projects are all located in the Puget Sound area and include:

- Alaskan Way Viaduct;
- Sound Transit Regional Express;
- I-405;
- I-5 in King County;
- SR 520;
- SR 509;
- SR 518;
- SR 519;
- SR 167 in King County;
- Urban Planning Office; and
- Other related projects in other areas.

WSDOT reserves the right to amend terms of this Request for Qualifications (SOQ) to circulate various Addenda, or to withdraw the SOQ at any time, regardless of how much time and effort vendors have spent on their responses.

Urban Corridors Organization (UCO) will be managing the On-Call Task Order agreements that will run to December 31, 2007 (approximately 2-1/2 years duration). Firms scoring at least 75% of the maximum points possible, in a given category, will be given a contract. Contracts will be written for a maximum amount of \$1,000,000 with the option to increase at WSDOT's discretion.

The selected consultants may be required to provide employees at WSDOT owned or leased facilities for an extended period with short notice given by WSDOT. WSDOT may also request specific employees from outside of the area, and therefore WSDOT will allow up to a maximum of 60-day travel status. No minimum amount of work is guaranteed under these agreements.

**Intent**

It is the intent of WSDOT, in this *Engineering Specialty Services for Urban Corridors* SOQ to identify specific individuals and/or Firms with nationally or internationally recognized expertise in specific categories. Small Firms, individuals and partnerships that specialize in any of the categories listed are encouraged to submit proposals.



Firms responding to this SOQ should specifically identify the individuals that will provide services to the WSDOT should an Agreement be awarded. These should be the individual(s) that provide the services that would qualify the firm to meet the criteria of this SOQ in the category selected. If it is the firm that specializes in the category, then the firm should identify all the individual “Experts” working for that firm that would be available to provide services to the WSDOT, and their level of expertise in that category. It will ultimately be the firm that is scored as the expert based on the information provided and only one contract awarded for that field/category.

Only one submittal per business entity is allowed for this SOQ, however, a submittal could conceivably result in up to four (4) agreements.

### **Project Description**

WSDOT is looking for individuals and firms that can demonstrate expertise at the national and/or international level for the categories listed below. Responders should be identified as experts in one (1) or more of the following fields. Please limit the fields to no more than four (4) in your submittal – with only one submittal in the ESS SOQ per business entity. This means that if you provide services as a sole proprietor on a part time basis while working as an employee of a firm, you must choose to be considered under your own business license or that of your employer, but not both:

- Bridges;
- Structures;
- Tunnels;
- Tolling;
- User’s Value of Use Estimating;
- Value Engineering;
- Management or Delivery of Projects costing over 1 billion dollars;
- Cost Risk Identification (In the fields of Transportation Project/Program Delivery);
- Risk Management (In the fields of Transportation Project/Program Delivery);
- Risk Analysis (In the fields of Transportation Project/Program Delivery);
- Cost Estimating;
- Project Management;
- Construction;
- Traffic;
- Geotechnical;
- Environmental Impacts, Risks and/or Assessments for Engineering Projects; and
- Hydraulics.

In order to make their determination as to a consultants level of expertise, WSDOT will be looking for and evaluating the SOQ for the following:

- Publication(s) in nationally recognized field-specific publications;
- Peer review of documented publications, opinions or proposals;



- Sitting as a chair, panelist, committee member or other associated position of responsibility related to associations, memberships, committees or boards of national or international significance;
- Any awards of merit or other recognition for extraordinary accomplishments in the field, including any specifically related to large or difficult projects;
- Significant experience in your field with large scale project management and/or delivery; and
- Advanced degrees, Fellowships, Department chairs or other academic recognition in your field.

WSDOT intends to contract with multiple consultants for the above On-Call SOQ. The approved all-inclusive (direct labor, overhead and fee) hourly billing rates will be negotiated and approved by WSDOT on a yearly basis.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to make selections of consultants through the ESS SOQ. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise;
2. Availability; and
3. Past Performance/References.

There are a total of 100 points possible per reviewer per category selected. There will be three (3) reviewers for a possible total of 300 points per category selected. All firms scoring within 75% of the maximum score possible will receive a contract for the category. The maximum score possible is 300 in each category, so firms must score 225 or higher to receive a contract. The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to the following:

- Up to five (5) pages of introductory and miscellaneous pages for the SOQ, including the Transmittal letter/cover sheet (vinyl or binding covers are not counted);
- No more than ten (10) sheets per category/field selected (max – 4 categories); and
- Only one (1) submittal in response to this SOQ per individual/business entity.

If a respondent selects one category, then the maximum number of pages would be fifteen (15.) Two categories, maximum would then be twenty-five (25). Total maximum if four (4) categories are submitted is forty-five (45.) All submittals are to be submitted only on single



sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 and 2 for each category selected.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 3; and
- Your Submittal Information Packet forms for the prime.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria for each category selected;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", for each category of work in which your firm would like consideration, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, June 15, 2005:

Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal should be directed to Mr. Doyle Dilley at 360-705-7107.

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact



that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, May 11, 2005 and Wednesday, May 18, 2005.

Submittal Due Date: Wednesday, June 15, 2005.